

~~CONFIDENTIAL~~

OTE 85-1111

11 September 1985

MEMORANDUM FOR: Executive Officer, DDA

FROM:

[REDACTED]  
Director of Training and Education

SUBJECT: IG Recommendations

Attached is an interim status report covering each of the  
18 recommendations.

Attachments

Distribution:

Orig & 1 - Adse  
1 - DTE Chrono  
1 - OTE Registry

UNCLASSIFIED WHEN  
SEPARATED FROM  
ATTACHMENT

~~CONFIDENTIAL~~

IG RECOMMENDATIONS  
STATUS REPORT

1. ....draw up a clear statement of Agency support for training, identifying the broad values and goals....to espouse and achieve.

We are drafting a statement of broad values and goals for the Executive Committee to review and approve. We will circulate this during the month of September and will seek Executive Committee approval in October.

2. ....Deputy Directors and Heads of Independent offices....designate senior training officer at the office and division level.

Initiated by EXDIR on 16 August 1985 - see attached memo and follow on by DDA and OTE.

3. ....Comptroller....with D/OTE, establish appropriate budget categories to enable the central monitoring of component internal training expenses and establish sufficient procedures to enable D/OTE to review and comment on them.

D/OTE meeting with Comptroller in the near future to work this out.

4. ....by the end of FY 1985 establish a Training Needs, Evaluation and Planning Staff.... and that the DDA ensure that enough slots are made available to the Office to carry out its functions.

We are in the process of establishing an Evaluation and Planning Staff under the supervision of the Assistant Director of Training for Curriculum (ADC). This staff will undertake to conduct training needs surveys and institute a rigorous process for evaluating all Office of Training and Education (OTE) programs and courses.

We will ask the Deputy Director for Administration to provide three additional slots in order that we may effectively implement recommendation number 4.

25X1

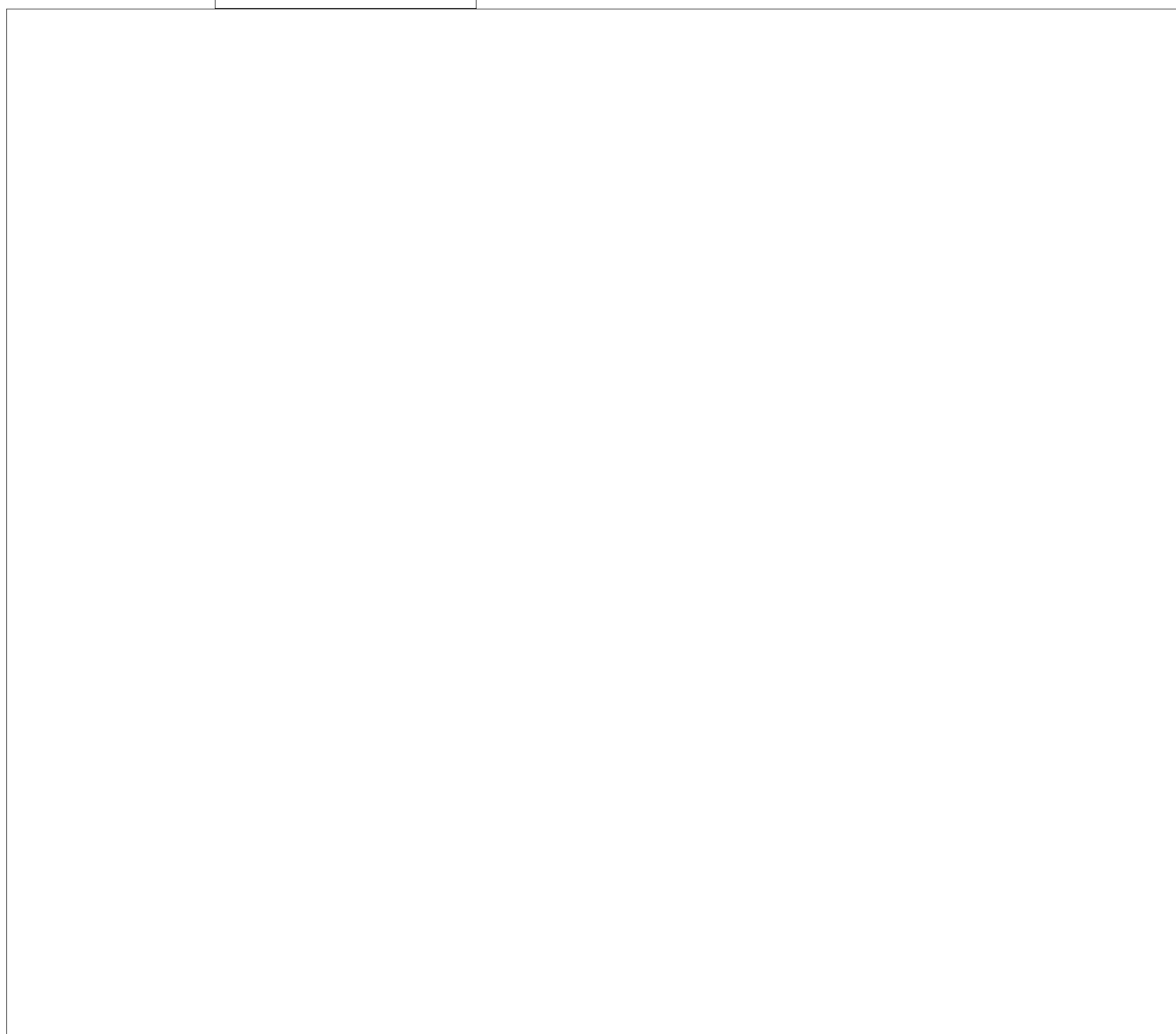
CONFIDENTIAL

5. ....D/OTE and D/OL establish a working group to plan for OTE's future physical location, layout and classroom space.

D/OTE, EO/OTE, C/AD/OTE and OL reps have met. Planning is under way with continuing contact between C/AD/OTE and OL's building planning staff.

25X1 6. ....General Counsel to determine whether the OPM directive on rents is applicable [redacted]

25X1 Being pursued by Office of General Counsel [redacted]



**Page Denied**

25X1

13. Disapproved by the DDCI.

14. (a).....Executive Director set up a task force....from each of the Directorates, OTE and OP, to define the Agency's....management training goals, prepare an Agency-wide management development program for consideration and approval of the Executive Director.

In response to recommendation 14 (a), the Director of Training and Education has been identified to head a task force composed of representatives from each directorate, including a representative from the Office of Personnel. This task force will meet next week to establish a program for Agency-wide management development and will submit its recommendations to the Executive Committee.

14. (b)....D/OTE conduct a survey of management training needs within the Agency, evaluate....existing....courses and modify or develop new ones as appropriate.....

In response to recommendation 14 (b), the ADC is developing a questionnaire which will be used to survey Agency management to determine precise needs for management training within the Agency. We anticipate that the survey will be completed by mid-December 1985. The results will be used to evaluate the existing management and professional development courses and to modify these courses as required.

15. ....D/OTE co-locate all Agency-wide management and professional development courses in the same division within OTE. ....DDA ensure resources....to respond to existing and likely future needs....

All of the organizational changes recommended are under active study. Required structural changes will be in place by 1 November 1985.

16. ....D/OTE....with secretarial MAG expedite MAG's planned evaluation of the new secretarial training program and develop recommendations for EXCOM.

We have recently completed an evaluation of the new secretarial training program. This evaluation has resulted in modifications to the training program, including the elimination of three courses and a recommendation that three additional courses be established. A paper with the recommendations is scheduled to be submitted to the Steering Committee composed of the Associate Deputy Directors for review and approval. An estimate of the costs associated with the secretarial training program will also be considered by the Steering Committee.

17. (Rewritten by DDCI). DDA should bring together D/OTE with D/OIT and D/OD&E to develop a first class OIT supported educational and training program on computer-related systems.

The D/OTE and the C/ISTD will meet with D/OIT before the end of September for initial discussions concerning the future for computer-related training programs.

18. ....D/OTE....clarify CBT Group's functions.

OTE has developed a mission statement for the Computer-Based Training Group and has allocated the positions and staff necessary to ensure that this Group is able to carry out its responsibilities in the forthcoming years. The staff is subordinated to the ADC in order that such centralized control will result in all OTE courses having access to the potential capabilities of the computer-based training. In addition, we have also written position descriptions and defined the priorities and responsibilities of the staffs assigned to the computer-based training.

OTE 85-1110

22 August 1985

MEMORANDUM FOR: Chief, Planning Staff, DDA

FROM:

[REDACTED]

Acting Director of Training and Education

SUBJECT:

Designation of OTE Senior Training Officer

In response to your request of 19 August 1985, please be advised that [REDACTED] Executive Officer designee, OTE, will serve as the Senior Training Officer for this office.

Distribution:

Orig - Adse

1 - EXO Designee

1 - EXO Chrono

1 - OTE Registry

[REDACTED]

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

D/DA Plans Staff  
7D18 Hqs

EXTENSION

NO.

DATE

19 Aug 85

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OC

2. D/OF

616 Key

3. D/OIS

1205 Ames

4. D/OIT

2D02 Hqs

5. D/OL

6. D/OMS

1D4040 Hqs

7. D/OP

8. D/OS

9. D/OTE

936 CofC

10.

EXO

11.

DOTE

12.

13.

14.

15.

In accordance with the attached memo from the Exdir, by 27 August, please provide me the name of a designated senior training officer for your office.

Thank you,

Action - 23 Aug *Suspense*



## ROUTING AND TRANSMITTAL SLIP

19 AUGUST 1985

✓

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	CHIEF, PLANNING STAFF/DA		
2.			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

#1. ACTION

PLS PREPARE A RESPONSE FOR THE DDA'S

SIGNATURE.

SUSPENSE: COB 29 AUGUST 1985

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

<div data-bbox="0 1352 87 1386" data-label="Text">STAT</div>	Room No.—Bldg.
	Phone No.

FORM 41 (Rev. 7-76)

• US GPO 1963-421-529/320

Prescribed by GSA  
FPMR (41 CFR) 101-11.206

85- 3187/15

16 August 1985

DD/A Registry  
85-1810/18

NOTE FOR: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Director, Office of Legislative Liaison  
Director, Public Affairs Office  
Inspector General  
General Counsel  
Comptroller

FROM: Executive Director

SUBJECT: Designation of a Senior Training Officer at the Office/Division  
Level

The DDCI has approved the recommendation contained in the recent IG survey of training which calls for designation of a senior training officer at the office level--division level for the DO--throughout the Agency. The IG report notes that in many cases present component training officers in fact have "... little authority over selection of personnel for training, no real sense of the overall training needs of the component and how they mesh with what OTE offers, and no role in providing feedback to OTE." The report argues that each operating office or DO division should designate the Chief, Deputy Chief, or Executive Officer as the senior referent for training to resolve this problem. While there certainly is room for flexibility in just who you select as senior training officers, you should adhere closely to the spirit of the recommendation which is that selectees should have the authority and breadth of knowledge to manage the task properly.

Please let me have your respective lists of senior training officer appointments by 30 August.

STAT

